

## Eaquals Guarantee to Staff

### As a member of staff in an Eaquals Accredited Centre:

- You will have a current **written employment contract or letter of appointment**; this will comply with national labour legislation in terms of length, minimum pay, and termination arrangements
- Your **terms and conditions of employment** are clear and based on a transparent system and your salary is fair in relation to other similar institutions in your country
- Arrangements for your **working hours, overtime and extra hours** are transparent, fair and legal, as are arrangements for paid holidays, arrangements for sick leave, maternity leave, family leave, etc.
- If you are employed as **freelance/casual/hourly-paid staff**, your terms and conditions are laid out in a written contract which is fair and transparent and which you fully understand
- You have regular access to training and **Continuing Professional Development opportunities** appropriate to your role and responsibilities in the institution
- You should have full access to **the grievance and disciplinary procedures** which are in place. They are fair, easily understood and all staff are aware of them
- You should know about the Eaquals complaints procedures and the role of the independent arbitrator (Eaquals Ombudsman)